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Advanced Curriculum on Energy Efficient Buildings in Extreme Continental and Sunny Climate

CEBEC

Minutes
18th Consortium meeting

Date: June 05-07, 2023

Place: Ulaanbaatar

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University
Version: Final

List of partners in the CEBEC project

P1 – Lund University (LU), Lund, Sweden

P2 – Tallinn University of Technology, (TalTech), Tallinn, Estonia

P3 – Mongolian University of Science and Technology (MUST), Ulaanbaatar, Mongolia.

P4 – Mongolian University of Life Sciences (MULS), Ulaanbaatar, Mongolia.

P5 – German-Mongolian Institute for Resources and Technology (GMIT), Ulaanbaatar, Mongolia.

List of work packages

WP1 – Review and analysis of the need and content of higher Education courses on Energy Efficient Buildings and Renewable Energy taking into account local climate conditions.

WP2 – Development of new Higher Education courses in Energy Efficient Buildings and Renewable energy.

WP3 – Quality plan.

WP4 – Dissemination and Exploitation of Results.

WP5 – Management and operational structures

List of participants in the 18th Consortium meeting

1	Jesper	Arfvidsson	Sweden	LU	P1
2	Bitte	Rosencrantz	(by zoom)	LU	P1
3	Elisabeth	Kjellsson		LU	P1
4	Henrik	Davidsson		LU	P1
5	Hendrik	Voll	Estonia	TalTech	P2
6	Endrik	Arumägi		TalTech	P2
7	Laura	Kadaru		TalTech	P2
8	Jaanus	Hallik		TalTech	P2
9	Bilguun	Buyantogtokh	Mongolia	MUST	P3
10	Munkhbayar	Buyan		MUST	P3
11	Turbold	Banzragch		MULS	P4
12	Ganbat	Balsan		MULS	P4
13	Altangerel	Lkhamsuren		GMIT	P5
14	Bold	Enkhbold		GMIT	P5
15	Tuvshin	Gankhuyag		GMIT	P5
16	Myagmarjav	Bold		GMIT	P5
17	Ariunbolor	Purvee		GMIT	P5
18	Nyamdulam	Renten		GMIT	P5

1. Welcome to MULS, Turbold Banzragch.

2. Presentation of agenda. (Appendix 5.0)

3. Presentation round of all participants.

4. Project overview and objectives for the meeting (LU)

- WP 1 – Preparations for Final Report(MUST)
- WP 2 – Status for Equipment and Courses (LU+All)

- Preparations for Final Report.
- WP 3 – All three Mongolian universities upload a document to google drive (folder with university name) including information specified by TalTech. (TalTech)
 - Preparations for Final Report.
- WP 4 – All universities should be developed to the same level. GMIT will help and support in this matter. Internal meetings will be held. (GMIT)
 - Preparations for Final Report
- WP 5 – Management
 - Economy, all documents should be in place.
 - Google-drive.
 - Coming meetings.
 - Preparations for Final report.

See presentation in Appendix 5.0.

5. WP1– Preparation (MUST)

Status - Course in English for teachers has been completed.

Report from the English course, including number of participants needed.

Preparation for Final Report, What is promised in application is presented, see slide 5 in presentation, Appendix 5.0.

Presentation from MUST, see Appendix 2.2.

6. WP2 – Development (LU)

Status of course development and the process of purchasing equipment was presented.

- Presentation from GMIT (Appendix 2.1)
- Presentation from MUST (Appendix 2.2)
- Presentation from MULS (Appendix 2.3)

Partner	Equipment ordered	Equipment arrived
GMIT	Yes	Yes
MUST	Yes	Yes
MULS	Yes	Yes

What is promised in application is presented, see slide 7 in presentation, Appendix 5.0.

7. WP3 – Quality plan (TalTech)

- Access to google drive will be arranged by LU.
- Template with headings for "Final Report" will be downloaded on Google Drive by LU.
- TalTech writes, with input from the respective partners, annual reports and a WP3-report so that the information in the report covers what is needed to be able to describe the work in WP3 in the final report.
- All three Mongolian universities upload documents specified by TalTech to google drive.

Preparation for Final Report. What is promised in application is presented, see slide 8 in presentation, Appendix 5.0.

8. WP4 – Dissemination & Exploitation. (GMIT)

- Henrik Davidsson gave a presentation of what is expected from the work in WP4 and of the WP4-report, see Appendix 5.0, slides 10 - 22.
- Status and work and plans were given by GMIT, see Appendix 2.1.

Preparation for Final Report. What is promised in application is presented, see slide 9 in presentation, Appendix 5.0.

- GMIT writes, with input from the respective partners, a WP4- report so that the information in the report covers what is needed to be able to describe the work in WP4 in the final report.

9. WP5 – Management

- Economy – Status of economy documents (Timesheets, Joint Declaration and VAT) Proof of employment (BR)

- Status for MUST was presented. See slide 24 in presentation in Appendix 5.0.

- Invoices, missing invoice for the books, no supplier; no invoice for Matlab software
- Staff cost – reported to April 2023
- Travel documents missing for students
- Proof of employment, lacking 2021, 2022, 2023

	Staff Costs	Travel costs	Cost of stay	Equipment cost	
Reported	24 967	7 380	13 160	54 771	100 278
Budget	31 115	14 760	23 370	60 000	129 245

- MUST will deliver missing documents directly after the meeting.

- Status for GMIT was presented. See slide 26 in presentation in Appendix 5.0.

- Invoices missing 30% of payment (included in report), 15 000 EUR?
- Staff cost, over the budget, reported to September 2022.
- Travel documents missing for students to Lund.
- Proof of employment – lacking 2022, 2023

	Staff Costs	Travel costs	Cost of stay	Equipment cost	
Reported	29 626	5 740	10 470	45 342	91 178
Budget	24 614	14 760	24 810	60 000	124 184

- GMIT will deliver missing documents directly after the meeting.

- Status for MULS was presented. See slide 25 in presentation in Appendix 5.0.

- **No invoices yet**
- Staff cost- reported to **December 2021**
- Travel **documents missing for training** in Tallinn, students to Lund
- Proof of employment – **No documents yet**

	Staff Costs	Travel costs	Cost of stay	Equipment cost	
Reported	20 261	3 280	4 800	29 576	57 917
Budget	23 575	14 760	23 370	34 500	96 205

- **Too many documents are missing, this is not acceptable.** After the meeting JA will, together with Turbold B visit the Economical Deperntment at MULS to try to get some of the documents directly.
 - Turbold also promis to sent the missing documents within one week.
- All partners
 - Beware – we will not get the last payment (10%) if not full reporting of the costs!
 - If we are missing documents, maybe pay back.
 - Audit in January-February 2024. All documents must be in order.
 - Final report February – March 2024
 - Last payment: summer – fall 2024?

	Staff Costs	Travel costs	Cost of stay	Equipment cost	Subcontracting costs	SUM	
Reported	132 498	25 700	41 030	129 689	2 487	331 404	56%
Budget	223 908	85 850	114 270	154 500	14 000	592 528	

- Coming meetings – During the meeting in Talliin we unanimously decided that we will have meetings according to plan where at least one participant from each university will participate. Each university decide individually how many will attend, taking into account the cost for travelling in relation to the budget and regulations given in Partnership agreement and in the Programme guide.
- How ever we decided to again ask each partner if next meeting should be physical or via Zoom. Each partner will discuss this internally. LU will send out request.

Meeting	Host	Time	Comments
Lund	LU	Aug, 2023	Aug 16-18, 2023
Ulaanbaatar	MUST	Nov, 2023	Nov 06-10, 2023

10. Next steps (JA)

- Send Missing document to BR directly.
- Prepare reports from each WP
 - WP1 – responsible MUST
 - WP2 – responsible LU
 - WP3 – responsible TalTech
 - WP4 – responsible GMIT
 - WP5 – responsible LU

11. End of meeting (JA)

Appendices

- 2.1 Presentation by GMIT
- 2.2 Presentation by MUST
- 2.3 Presentation by MULS
- 5.0 Presentation Meeting